

Chapter 4 - Party Screen - PTY

Juvenile Party Screen

The party screen is used to add information about the interested parties of the case. Users must have security to be able to update case information.

Accessing the Party Screen:

NXT	TRAN	PTY	TYPE	ADD	CASE	NBR	20025555	___	PET	00000000	EVT	___	PTY	___
-----	------	-----	------	-----	------	-----	----------	-----	-----	----------	-----	-----	-----	-----

From the Next Tran Line, enter PTY in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number and suffix number. Press <Enter> and the system will display the case screen.

```

Party      ADD Case# 20025555
Jurist     Attny
Name DELINQUENT,CASE, DOB Gen Race
SSN 000000000
Nbr Desc Name DOB Petition Attny Typ ARM
00000000
Address
City ST ZIP Phone
Soc Sec # 000000000 DLN Public
Cmmnt Chg by on
00000000
Address
City ST ZIP Phone
Soc Sec # 000000000 DLN Public
Cmmnt Chg by on
More...

Nxt Tran PTY Type ADD Case# 20025555 Petn# 00000000 Event# Pty
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

```

Following are the field descriptions for the Traffic Screen.

~Party~

This area displays the screen that you are in along with the transaction type you are performing.

~Case #~

This area displays the case number .

~Type~

This area displays the cse type.

~Filed~

This field displays the filed date as entered on the case screen.

~Jurist~

This field displays the jurist that is handling this case as entered on the case screen.

~Attorney~

This field displays the attorney that is representing the juvenile as entered on the case screen.

~Worker~

This field displays the worker that is assigned to this case as entered on the case screen.

~Name~

This field displays the juveniles name as entered on the case screen.

~DOB~

This field displays the juveniles date of birth as entered on the case screen.

~Gender~

This field displays the gender of the juvenile as entered on the case screen.

~Race~

This field displays the race of the juvenile as entered on the case screen.

~SSN~

This field displays the social security number of the juvenile as entered on the case screen.

~NBR~

This field displays the number assigned to the party once you have entered them.

~Description~

Enter the description of the party. Press <F4> for a list of valid codes. Do not entry F01, M01 on each child of a multiple children file. Enter F01 for the first child, F02 for the second child, etc.

~Name~

Enter the name of the party using the name entry rules explained in Chapter one.

~DOB~

Enter the parties date of birth.

~Petition~

Enter the petition number that this party is associated with. This is a mandatory field for victims and petitioners.

~Attorney~

Enter the parties attorney. Press <F4> for a list of valid attorneys.

~Type~

Enter if the attorney was A = appointed or R = retained.

~ARM~

The system will display a "Y" if this party has a financial master record.

~Address, City, State, Zip & Phone~

Enter the parties address information.

~Soc Sec #~

Enter the parties social security number.

~DLN~

Enter the parties drivers license number.

~Public~

Enter the public status of this party.

~Comment~

Enter comments regarding this party.

~Changed By~

The system will display information regarding the user that last changed this party and the date it was changed.

Adding a Party to the Party Screen

From the Next Tran Line, enter the following:

Adding:

NXT	TRAN	PTY	TYPE	ADD	CASE	NBR	20025555	PET	00000000	EVT	PTY
-----	------	-----	------	-----	------	-----	----------	-----	----------	-----	-----

Modifying:

NXT	TRAN	PTY	TYPE	MOD	CASE	NBR	20025555	PET	00000000	EVT	PTY
-----	------	-----	------	-----	------	-----	----------	-----	----------	-----	-----

When all information has been added, press <Enter> and the system will display the screen you requested.

Party ADD Case# 20025555 Type DL Filed 901 2002

Jurist Attny Worker

Name DELINQUENT, CASE, DOB Gen Race

SSN 000000000

Nbr Desc Name DOB Petition Attny Typ ARM

 00000000

Address

City ST ZIP Phone

Soc Sec # 000000000 DLN Public

Cmmnt Chg by on

 00000000

Address

City ST ZIP Phone

Soc Sec # 000000000 DLN Public

Cmmnt Chg by on

More...

Nxt Tran PTY Type ADD Case# 20025555 Petn# 00000000 Event# Pty

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt. Inq F16=Inv. Cal

07/005

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Enter all information regarding the parties and press <Enter>. The system will save the information.

The following rules apply when adding a party:

1. If the party type is a victim or witness, the public status will automatically be set at suppressed.
2. B##, C##, F##, G##, M##, P##, V## or W## you can't add the same party number to the same case twice.
3. You can't modify a party from the PTY/ADD screen.
4. Victim and petitioner party types must have a petition number entered into the petition field.

Modifying a Party on the Party Screen

From the Next Tran Line, enter the following:

Modifying:

NXT TRAN	PTY	TYPE MOD	CASE NBR	11009008	PET	00000000	EVT	PTY
----------	-----	----------	----------	----------	-----	----------	-----	-----

When all information has been added, press <Enter> and the system will display the screen you requested.

Party MOD Case# 11009008 Type DL Filed 101 2003

Jurist _____ Attny _____ Worker _____

Name TEST DELINQUENT// DOB _____ Gen _____ Race _____

SSN 00000000

Nbr Desc Name DOB Petition Attny Typ ARM

1 AKA CHECK AKA// 00000000

Address _____

City _____ ST _____ ZIP _____ Phone _____

Soc Sec # 00000000 DLN _____ Public _____

Cmmnt _____ Chg by _____ on

2 AP1 APPREH POLICE OFFICER// 00000000

Address _____

City _____ ST _____ ZIP _____ Phone _____

Soc Sec # 00000000 DLN _____ Public _____

Cmmnt _____ Chg by _____ on

More...

Nxt Tran PTY Type MOD Case# 11009008 Petn# 11009008 Event# _____ Pty _____

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

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Modify the information regarding the parties and press <Enter>. The system will save the information.

The following rules apply when modifying a party:

1. If the party type is a victim or witness, the public status will automatically be set at suppressed.
2. B##, C##, F##, G##, M##, P##, V## or W## you can't add the same party number to the same case twice.
3. You can't add a new party from the PTY/MOD screen.
4. Victim and petitioner party types must have a petition number entered into the petition field.

Inquiring on the Party Screen

From the Next Tran Line enter the following information:

NXT TRAN PTY TYPE INQ CASE NBR 11009008 PET 00000000 EVT PTY

When all information has been added, press <Enter> and the system will display the screen you requested.

Party INQ Case# 11009008 Type DL Filed 101 2003
 Jurist Attny Worker
 Name TEST DELINQUENT// DOB Gen Race
 SSN 000000000
 Nbr Desc Name DOB Petition Attny Typ ARM
 1 AKA CHECK AKA// 00000000
 Address
 City ST ZIP Phone
 Soc Sec # 000000000 DLN Public
 Cmmnt Chg by on
 2 AP1 APPREH POLICE OFFICER// 00000000
 Address
 City ST ZIP Phone
 Soc Sec # 000000000 DLN Public
 Cmmnt Chg by on
 More...
 Nxt Tran PTY Type INQ Case# 11009008 Petn# 11009008 Event# Pty
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal
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 I902 - Session successfully started \\SCAO\1N54QL5 on Ne05:

The system will return the party inquiry screen for you.

Deleting a party from the Party Screen

From the Next Tran Line enter the following information:

NXT	TRAN	PTY	TYPE	MOD	CASE	NBR	11009008	___	PET	00000000	EVT	___	PTY	___
-----	------	-----	------	-----	------	-----	----------	-----	-----	----------	-----	-----	-----	-----

When all information has been added, press <Enter> and the system will display the screen you requested.

Party MOD Case# 11009008 Type DL Filed 101 2003
 Jurist _____ Attny _____ Worker _____
 Name TEST DELINQUENT// DOB _____ Gen _____ Race _____
 SSN 000000000
 Nbr Desc Name DOB Petition Attny Typ ARM
 1 DEL CHECK AKA// 00000000
 Address _____
 City _____ ST _____ ZIP _____ Phone _____
 Soc Sec # 000000000 DLN _____ Public _____
 Cmmnt _____ Chg by _____ on _____
 2 AP1 APPREH POLICE OFFICER// 00000000
 Address _____
 City _____ ST _____ ZIP _____ Phone _____
 Soc Sec # 000000000 DLN _____ Public _____
 Cmmnt _____ Chg by _____ on _____
 More...
 Nxt Tran PTY Type MOD Case# 11009008 Petn# 11009008 Event# _____ Pty _____
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal
 07/009
 I902 - Session successfully started

Enter "DEL" over the party description and press <Enter>. The system will delete the party.